




Gold Award Roles & Responsibilities

There are lots of different people who participate in and contribute to the Gold Award Program in various ways. Many hands make light work! Here are some suggestions of the roles that different folks might be responsible for along the way.

Keep in mind...

Gold Awards are **girl-led!** As the project manager, each Gold Award earner brings their own unique skills and aspirations to the Gold Award experience. This list of suggestions can't possibly cover every scenario that might come up or every idea you might have. So, take a look at these guidelines and then make choices that are right for you! You can always check out more [Gold Award resources](#) or contact customercare@girlscoutsww.org if you have questions.

Gold Award Earner	Family Members and Girl Scout Volunteers	Project Advisor	Other Team Members (such as friends, neighbors, community volunteers)
Calls the shots	Provides moral support and encouragement	Provides moral support and encouragement	Provides moral support and encouragement
Serves as a project manager and leader	Celebrates successes	Celebrates successes	Celebrates successes
Delegates tasks to team members	May help with transportation/driving	Assists with brainstorming and problem-solving	Can be affiliated with other groups like Girl Scout troops, National Honor Society, Rotary, school clubs, etc.
Manages communication with team members	Ensures safety guidelines are followed at all times	Provides specific knowledge and skills related to the project focus	Completes general tasks for project, such as handing out flyers or setting up for an event
Updates others on progress towards goals	Assists with money earning activities, ensures proper money earning and banking procedures are	Proofreads and suggests revisions for paperwork	May help with spreading the word about the project
Seeks help when they need support or does not	May help with proofreading	Must be at least 18 years old	May help sustain the project after the Gold Award is earned
Connects with experts and other volunteers who have special skills and talents	May help establish connections with experts or other volunteers	Must pass a background check via Girl Scouts of Western Washington	May contribute a special skill, resource or technology like video editing, web design or venue for an event.
Tries new things and steps outside their comfort zone	Asks open ended questions		
Reads and follows guidelines from Girl Scouts of Western Washington	Encourages Gold Award earner to try new tasks and advocate for themselves		

Highest Awards Facilitators	Highest Awards Review Committee	Program Manager for Highest Awards
Volunteers who facilitate learning opportunities across Girl Scouts of Western Washington	A committee made up of adults from all over the council	A staff member for Girl Scouts of Western Washington
Are experts in the Girl Scouts Take Action Process and know all the steps to successfully earn a Gold Award	Committed to the success of each and every Gold Award earner	Supports every interested Girl Scout in western Washington in achieving a successful Gold Award
Lead Gold Award Online Orientations (visit calendar for details)	Conducts pre-project interviews	Celebrates achievements and successes
Lead in-person Gold Award Workshops (visit calendar for details)	Reviews Proposals and Final Reports	Works directly with the Highest Awards Review Committee to provide feedback and suggestions for Gold Award success
May present about Highest Awards opportunities at special events such as New Leader Open Houses and service unit meetings	Provides constructive feedback to Gold Award earner so they can strengthen their plans and meet all guidelines	Provides information and clarification about GSUSA and Girl Scouts of Western Washington Gold Award guidelines
	Ensures all Gold Award Girl Scouts meet guidelines and expectations established by Girl Scouts of the USA	Answers questions via phone and email promptly
	Meets as a team twice per month for project review and to create additional resources to support the Highest Awards Program	Provides support to project advisors and other volunteers involved with the Highest Awards Program
		Conducts pre-project interviews

